



OPERATING RULES



General Industry Safety Order 3664

Operating Rules

(a) Every employer using industrial trucks or industrial tow tractors, shall post and enforce a set of operating rules including the appropriate rules listed below:

(1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors shall be permitted to operate such vehicles. Methods shall be devised to train operators in safe operation of powered industrial trucks.

(2) Stunt driving and horseplay are prohibited.

(3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.

(4) Employees shall not ride on the forks of lift trucks.

(5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.

(6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.

(7) Drivers shall check the vehicle at least once per shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts (forks, chains, cable, and limit switches).

(8) No truck shall be operated with a leak in the fuel system.

(9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse—3 seconds—passing the same point.

(10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.

(11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

(12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.

(13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.

(14) Grades shall be ascended or descended slowly.

(A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.

(B) On all grades the load and load-engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

(C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.

(15) The forks shall always be carried as low as possible, consistent with safe operations.

(16) When leaving a vehicle unattended, either:

(A) The power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position. When left on an incline, the wheels shall be blocked; or

(B) The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked, front and rear.

Note: When the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck, the vehicle is "unattended."

(17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's

view, the load-engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Exception: Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.

(18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the power shall be shut off and the brakes set.

(19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.

(20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

(21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.

(22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.

(23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.

(24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.

(25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8-1/2 feet from the centerline of railroad tracks is prohibited.

(26) Trucks shall not be loaded in excess of their rated capacity.

(27) A loaded vehicle shall not be moved until the load is safe and secure.

(28) Extreme care shall be taken when tilting loads. Tilting forward with the load-engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

(29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.

(30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

(31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:

(A) A device specifically designed for opening or closing doors shall be attached to the truck.

(B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.

(C) The entire door opening operation shall be in full view of the operator.

(D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.

(32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

General Industry Safety Order 3657

Elevating Employees With Lift Trucks

(a) When it is necessary to elevate employees using an industrial truck, the following shall be accomplished:

(1) The platform shall be of sufficient size, but not less than 24" x 24" (.61 meters x .61 meters) to accommodate the employee and the material being elevated.

INDUSTRIAL TRUCKS



Operating rules for industrial trucks contained on this poster are current through Register 96, No. 39, California Code of Regulations (operative 10/25/96). Other rules may also apply.

(2) The platform shall be secured to the forks or mast to prevent tipping, slipping or falling.

(3) The platform shall meet the guardrail and toeboard requirements of Section 3210.

(4) The platform floor shall have no spaces or holes greater than one inch; and

(5) The platform floor shall have a slip resistant surface.

(b) Where a clearance restriction or the nature of the work prohibits the use of guardrails, a safety belt or harness with lanyard shall be used as described in Section 3656(e).

(c) Wherever the truck is operated under conditions which expose the operator to danger from falling objects, the truck shall be equipped with overhead protection.

(d) There shall be an operator in the control position on the truck while employees are on the elevated platform.

(e) Whenever a truck is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage or forks, means shall be provided whereby personnel on the platform can shut off the motive power of the truck.

(f) Means shall be provided to render inoperative all operating controls other than those on the elevatable platform when the controls on the elevatable platform have been selected for use. Only one location of controls shall be capable of being operated at one time.

(g) All bridge cranes or other moving or motorized equipment which could overrun or otherwise injure the elevated worker shall be shut down or locked out.

(h) Operating Rules Whenever Elevating Personnel. Before elevating personnel, employees shall be instructed to:

(1) Use a securely attached safety platform.

(2) Make sure the lifting mechanism is operating smoothly.

(3) Make sure that the mast is vertical. The mast shall not be tilted forward or rearward while persons are elevated.

(4) Place truck in neutral and set parking brake.

(5) Lift and lower smoothly and with caution.

(6) Watch for overhead obstructions.

(7) Keep hands and feet clear of controls other than those in use.

(8) Never travel with personnel on the work platform other than to make minor movements for final positioning of the platform.

General Industry Safety Order 3658

Operator Platforms

(a) Every end control, reach, narrow aisle and motorized hand/rider truck shall be equipped with an operator platform of sufficient size to contain the operator's feet within its periphery and strong enough to withstand a compression load equal to the weight of the loaded truck applied longitudinally against a flat vertical surface.

(b) When installed, operator enclosures shall not restrict movement to and from the operating position.

General Industry Safety Order 3659

Back Guards

(a) The side of the platform nearest the mast frame truss shall be guarded on every high-lift industrial truck where employees ride up or down. This guard shall consist of a substantial frame covered with 1/2 inch expanded metal, laminated safety glass, or equivalent providing effective guarding to a height of 7 feet.

(b) If the type of load presents a hazard, high-lift industrial trucks shall be equipped with a load backrest extension high enough to reach above the center of the top row of the maximum height load handled or other positive means acceptable to the Division shall be used to prevent parts of the load falling onto the operator or into the operator's compartment. The openings shall not be greater than the smallest parcel carried.

General Industry Safety Order 3660

Rated Capacity

(a) The rated capacity of all industrial lift trucks and industrial tractors shall be displayed at all times on the vehicle in such a manner that it is readily visible to the operator.

(b) Industrial lift trucks and industrial tractors equipped with forks shall not be loaded beyond their designated capacity.

General Industry Safety Order 3661

Brakes and Warning Devices

(a) Every industrial truck and tractor shall be equipped with brakes or other effective devices adequate to bring the vehicle to a complete safe stop while fully loaded.

(b) Every industrial truck and tractor shall be equipped with a parking brake or other effective device to prevent the vehicle moving when unattended.

(c) Every industrial truck and industrial tow tractor, except those guided or controlled by a walking operator, shall be equipped with a warning horn, whistle, gong, or other device which can be heard clearly above the normal industrial noises in the places of employment.

General Industry Safety Order 3662

Internal Combustion Engines

Internal combustion engine-driven equipment shall be operated inside of buildings or enclosed structures, only when such operation does not result in harmful exposure to concentrations of dangerous gases or fumes. (See Section 5146.)

General Industry Safety Order 3663

Maintenance of Industrial Trucks

(a) Industrial truck repair operations involving open flames or which may produce sparks or other sources of ignition shall not be performed in Class I, II and III locations, unless and until tests show that atmospheric concentrations of flammable or combustible vapors do not exceed 20 percent L.E.L. of such flammable or combustible materials and until precautions are taken to maintain the atmosphere at or below 20 percent L.E.L. Such precautions could include, but not be limited to removal of flammable material, provision for adequate ventilation, etc.

(b) Water mufflers shall be filled daily or as frequently as is necessary to prevent depletion of the supply of water below 75 percent of the filled capacity. Vehicles with mufflers having screens or other parts that may become clogged shall not be operated while such screens or parts are clogged. Any vehicle that emits hazardous sparks or flames from the exhaust system shall immediately be removed from service, and not returned to service until the cause for the emission of such sparks and flames has been eliminated.

(c) Industrial trucks shall be kept in a clean condition free of debris, oil, and grease.

(d) Batteries on all powered trucks shall be disconnected during repairs to the primary electrical system unless power is necessary for testing and repair. On trucks equipped with systems capable of storing residual energy, that energy shall be safely discharged before work on the primary electrical system begins.

(e) Replacement parts for industrial trucks shall be equivalent in safety to the original parts.

(f) Those repairs to the fuel and ignition systems of industrial trucks which involve fire hazards shall be conducted only in locations designated as safe for such repairs.

